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**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

October 06, 2015

The Honorable Board of Commissioners  
Housing Authority of the  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

2-H      October 6, 2015

  
PATRICK O'GAWA  
ACTING EXECUTIVE OFFICER

Dear Commissioners:

**AMENDMENT TO ELEVATOR MAINTENANCE SERVICES CONTRACT  
(ALL DISTRICTS) (3 VOTE)**

**SUBJECT**

This letter recommends approval of an amendment to the Housing Authority's existing contract with Amtech Elevator Services, to increase the annual amount from \$100,000 per year to a total of \$200,000 per year for elevator maintenance services for the Housing Authority.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Authorize the Executive Director or his designee to amend the contract with Amtech Elevator Services, to increase the annual amount by \$100,000 per year, to a total of \$200,000 per year, for elevator maintenance services for the Housing Authority.
2. Authorize the Executive Director or his designee to further amend the contract with Amtech Elevator Services, to modify the scope of work, to increase the annual compensation by up to \$20,000 (10%) as needed for unforeseen costs, and if necessary, to terminate the contract.
3. Authorize the Executive Director to incorporate up to \$120,000 into the Housing Authority's approved Fiscal Year 2015-2016 budget for this purpose.
4. Authorize the Executive Director to extend the time of performance for one additional year, at the same annual cost of \$200,000 plus 10% contingency, using funds to be approved through the annual budget process.
5. Find that the approval of an amendment to the existing contract for elevator maintenance services

is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On December 1, 2013, the Housing Authority entered into a one-year contract with Superior Alliance Elevator for elevator maintenance services, with the option to extend up to two additional years. On April 1, 2015 the Housing Authority agreed to allow Superior Alliance Elevator to assign their contractual rights and responsibilities to Amtech Elevator Services. The contract did not require Board approval at the time because it was within the Executive Director's delegated authority of \$100,000. The Housing Authority is seeking authority to increase the aggregate amount of the contract by \$100,000 to a total of \$200,000 annually.

All the original warranties for the newly rehabilitated elevators have recently expired. Therefore, as needed and regular routine maintenance that were covered under the warranties will now be provided by Amtech Elevator Services.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund.

The additional \$100,000 for the remainder of the second year of the contract will be comprised of Conventional Public Housing Program funds to be incorporated into the Housing Authority's approved Fiscal Year 2015-2016 budget as needed.

If extended, the third year of the contract will remain at the same annual cost of \$200,000, using funds to be requested through the Housing Authority's annual budget process.

A 10% contingency, in the amount of \$20,000 per year, is also being requested for any unforeseen services as needed, using the same source of funds described above.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Amtech Elevator Services will provide monthly standardized elevator maintenance and as needed services for 35 elevators located at 14 senior public housing developments within the County of Los Angeles. The additional funds in the Contract will allow the Housing Authority to continue providing safe and functioning elevators at the 14 senior public housing developments.

The proposed services are being primarily federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Amtech Elevator Services must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

On September 23, 2015, the Housing Commission recommended approval of the contract amendment.

## **ENVIRONMENTAL DOCUMENTATION**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment.

The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

## **CONTRACTING PROCESS**

As this is an amendment to the existing contract, no additional procurement is required.

On September 20, 2013, a Request for Proposals (RFP) process was initiated to identify elevator maintenance service providers. The Housing Authority's vendor list was used to email out notices to 17 vendors and an announcement was also posted in the County's WebVen website. A copy of the RFP was posted on the Housing Authority's website.

Three proposals were received by the submission deadline of October 7, 2013. One of the three proposals was determined non-responsive. The non-responsive bidder did not follow the format delineated in the Request for Proposals Package. A review of the non-responsive proposal revealed that eight of the sections under the business proposal format were not met.

Two proposals were reviewed by a panel of three Housing Authority representatives. Each proposer provided a cost for each job classification and was ranked according to the evaluation criteria established in the Solicitation Package. After reviewing all proposals, the Housing Authority awarded the contract to Superior Alliance Elevator, the highest ranked proposer.

The Summary of Outreach Activities is provided as Attachment A.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed amendment to the Contract will allow the Housing Authority to continue providing safe and functioning elevators at the 14 senior public housing developments.

The Honorable Board of Commissioners

10/6/2015

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN

Executive Director

SR:MF:ng

Enclosures

## ATTACHMENT A

### Summary of Outreach Activities

#### Elevator Maintenance Services

Beginning on September 20, 2013, the following outreach was initiated to identify qualified contractors to provide elevator maintenance services to the Housing Authority.

A. Announcement

The solicitation Notice was posted on the Housing Authority's website and the County WebVen for 17 days.

B. Distribution of Notices

The Housing Authority's vendor list was used to email out notices to seventeen vendors. The solicitation package was downloaded 31 times.

C. Proposal Results

On October 7, 2013, 3 proposals were received. One proposal was determined non responsive and was not considered for further review. Two proposals were forwarded to the three-member evaluation committee for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (experience, background, references, etc.), approach to providing the services, quality control, Section 3 and costs. The final evaluation results are as follows:

	Evaluation/Final Rankings Score
Superior Alliance Elevator	784
Ascent Elevator Services	720

Based on the above information, adherence to current procurement requirements, and our review of available documents to date, it is recommended that Superior Alliance elevator be awarded a contract for Elevator Maintenance Services.

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Superior Alliance Elevator	Non-Minority	Total: 10 1 (10%) Minorities

6 (60%) Non-Minority  
3 (30%) Women

E. Minority/Women Participation – Firm Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Ascent Elevator Services	Non-Minority	Total: 30
		11 (37%) Minorities
		17 (57%) Non-Minority
		2 (07%) Women

The Housing Authority conducts ongoing outreach to encourage participation by minorities and women in the contract award process, including: providing information at local and national conferences, expos and vendor fairs, and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

The recommended award of Contracts is being made in accordance with the Housing Authority's policies and federal regulations, and without regard to race, creed, color, or gender.